

APPLICATION FORM FOR REGISTRATION OF NON-COMMERCIAL SOCIETY

If you are completing this form by hand, please write legibly in block capitals using ink

To:
Licensing Unit
Regulatory Services – Legal and Licensing
Scottish Borders Council
Council Headquarters
Newtown St Boswells TD6 0SA



SECTION A – details of society applying for registration

1. Name of society:
2. Address (including postcode) of office or head office of society:
3. Telephone number of society:
4. Please state the purpose(s) for which the society is established and conducted:
5. If the society is a registered charity, please give the society's unique charity registration number:
6. Has the society held an operating licence under the Gambling Act 2005 in the period of five years ending with the date of this application? Yes No
7. If the answer to question 6 is 'Yes', has the operating licence been revoked in the period of five years ending with the date of this application? Yes No
8. If the answer to question 7 is 'Yes', please state the reasons for revocation and enclose a copy of the notice of revocation if one is available.
9. Has the society applied for and been refused an operating licence in the period of five years ending with the date of this application? Yes No

SECTION B – General information about person applying on behalf of society

10. Name:
11. Capacity:
12. Date and place of birth:
13. Address:
14. Daytime telephone number:

Section C – Contact details for correspondence associated with this application

15. Please tick one box as appropriate to indicate address for correspondence in relation to this application:

Address in section A Address in section B Address below

Address (including postcode):

Telephone number:

Email address:

SECTION D – Declaration

16. Please complete the following declarations and checklist:

I (*full name*)

- (a) Make this application on behalf of the society referred to in Section A and have authority to act on behalf of that society
- (b) Enclose payment of the registration fee of £40
- (c) Confirm that, to the best of my knowledge, the information contained in this application is true. I understand that it is an offence under section 342 of the Gambling Act 2005 to give information is false or misleading in, or in relation to, this application.

I/We understand that the information supplied by me/us as detailed in this form may be stored on a computer system by this Authority for the purpose of Licensing and that information may be disclosed to the police and other relevant parties for vetting and background enquiries whilst processing this application.

I/We understand that this authority is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Signature:

Capacity:

Date:

NOTE TO SOCIETIES APPLYING FOR REGISTRATION:

The application will be refused if in the period of five years ending with the date of the application:

- (a) an operating licence held by the society has been revoked under section 119(1) of the Gambling Act 2005;
or
- (b) an application for an operating licence made by the society has been refused.

The application may be refused if the local authority think that:

- (a) the society is not a non-commercial society;
- (b) a person who will or may be connected with the promotion of the lottery has been convicted of a relevant offence; or
- (c) information provided in or with the application is false or misleading.

Gambling Licensing

PRIVACY NOTICE – GAMBLING LICENCES

What information do we need?

Scottish Borders Council will act as the 'Data Controller' for the personal data you provide to us. The Data Protection Officer, who is responsible for ensuring personal data is managed in accordance with data protection legislation, can be contacted as follows:

Address: Data Protection Officer, Information Management, Scottish Borders Council, Newtown St Boswells TD6 0SA.

Email: dataprotection@scotborders.gov.uk

Telephone: 0300 100 1800

The information we collect from you will include details such as your name, address, e-mail address, telephone number, date and place of birth.

For the purposes of this specific service, the personal data we require includes special category information about you (also known as 'sensitive personal data'), specifically health information (disability, allergies, fitness to operate). For taxi driver or private hire driver licence applications, we ask for and hold specific information relating to medical conditions and a full group 2 medical standards certificate is required.

In addition we also require details of any previous criminal convictions and previous licence information.

Why do we need this information?

Your information is being collected to allow Scottish Borders Council to administer the process of applying for licences under the Gambling Act 2005.

We need to know the personal data requested on the application form in order to provide this service to you. If you do not provide this information then we will be unable to process your request for a licence. We will not collect any personal data from you that is not needed for this purpose.

The lawful basis for collecting your information in these circumstances is:

Compliance with legal obligation: Scottish Borders Council is required to collect your information in order to carry out the function of providing licences in relation to the Gambling Act 2005, which is a statutory function of a local authority.

Where we collect special category data this processing is necessary for reasons of substantial public interest for aims that are proportionate and which contain appropriate safeguarding measures.

What will we do with your information?

We will use your information to process your application for a licence. Depending on the type of licence, this will involve sharing information as shown in the table below.

Type of licence	Who your information will be shared with
Premises	Police Scotland, Gambling Commission and Scottish Fire and Rescue Service
Club gaming/machine permit	Police Scotland, Gambling Commission and Scottish Fire and Rescue Service
Unlicensed family entertainment centre	Police Scotland, Gambling Commission and Scottish Fire and Rescue Service Trading Standards
Notification of gaming machines in licensed premises	Police Scotland
Licensed premises gaming machine permit	Police Scotland and Gambling Commission
Small society lotteries registration	Police Scotland
Prize gaming permit	Police Scotland and Gambling Commission
Temporary use notice	Police Scotland and Gambling Commission
Occasional use notice	Police Scotland and Gambling Commission

Applications where valid objections or representations are made will be considered at meetings of the Licensing Committee, which are open to the public however some business maybe held in private. We are also required to publish information in licensing registers, which will include your name, address and type of licence. No special category data is included in the register.

When you do not provide information directly to us, we may receive it from other relevant organisations including other Council services, other Local Authorities or Police Scotland.

You should also be aware that your data will be stored on servers located within the United Kingdom. We will take all reasonable steps to ensure that your data is kept secure and more information on how we do this can be provided by contacting the Data Protection Officer.

How long will we keep your information?

We will keep your information for the length of time specified within our document retention schedules, and after this period it will be destroyed under secure arrangements. More information on our retention policy and procedure can be obtained from the Data Protection Officer if required.

Automated Decision Making

No automated decision making will take place.

Your Rights

You have the right to request access to any personal data held about you by the Council. You can also request that we restrict the use of your information or even object to any further processing. You can do this by contacting the Data Protection Officer using the contact details provided above. We will respond to your request within thirty calendar days.

For more information on your rights please visit our website <http://www.scotborders.gov.uk/DPYourRights> or if you would like a hard copy of this information, please contact us using the contact details provided above.

If you are unhappy with the way the Council has processed your personal data please contact the Council's Data Protection Officer. If after raising your concerns with the Data Protection Officer you remain dissatisfied you have the right to complain to the Information Commissioner's Office.

Information Commissioner's Office

The ICO is the UK's independent body set up to uphold information rights.

Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Telephone: 0303 123 1113
Email: casework@ico.org.uk

The Information Commissioner's Office – Scotland
45 Melville Street, Edinburgh, EH3 7HL
Telephone: 0303 123 1115
Email: Scotland@ico.org.uk